

INVITATION TO BID NO. 13-0011



ORLEANS PARISH SCHOOL BOARD
PURCHASING/ANCILLARY SERVICES DEPARTMENT
3520 GENERAL DE GAULLE DRIVE, ROOM 5078
NEW ORLEANS, LA 70114
TELEPHONE (504)5639/5640/FAX (504) 309-2879
Leslie J. Rey, Purchasing/Ancillary Services Director

SPECIFICATIONS

FOR

EARLY CHILDHOOD COMPUTER LEARNING CENTERS AND SOFTWARE

INVITATION TO BID OPENING: THURSDAY, MAY 9, 2013, AT 10:00 A.M.

NOTE: Bid response to be provided as original and one (1) on CD or flash drive.

(If a soft copy cannot be provided, submit one (1) paper copy.)

BIDDER: _____

SIGNATURE: _____

NAME: _____

(Print or Type)

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

TERMS: _____

INVITATION TO BID NO. 13-0011

**ORLEANS PARISH SCHOOL BOARD
PURCHASING/ANCILLARY SERVICES DEPARTMENT
3520 General De Gaulle Drive, Fifth Floor, Room 5078
New Orleans, Louisiana 70114**

ADVERTISEMENT

INVITATION TO BID NO. 13-0011

EARLY CHILDHOOD COMPUTER LEARNING CENTERS AND SOFTWARE

Sealed bids relative to the above will be received in the Purchasing/Ancillary Services Department for the Orleans Parish School Board at 3520 General De Gaulle Drive, Fifth Floor, Room 5055, New Orleans, Louisiana 70114 until 10:00 A.M. ON THURSDAY, MAY 9, 2013.

Specifications and proposal documents may be obtained upon request from the OPSB Purchasing/Ancillary Services Department in writing, by email lynn_dillon@opsb.us or caroline_harvey@opsb.us by calling (504) 304-5639, 5640, or by visiting the web site www.opsb.us.

The OPSB reserves the right to reject any or all proposals whenever such rejection is in its best interest in accordance with law. The provisions and requirements of this advertisement shall not be waived.

ORLEANS PARISH SCHOOL BOARD

BY: Mr. Leslie J. Rey
Purchasing/Ancillary Services Director

FIRST INSERTION DATE: WEDNESDAY, APRIL 24, 2013
SECOND INSERTION DATE: WEDNESDAY, MAY 1, 2013

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INVITATION TO BID NO. 13-0011

ORLEANS PARISH SCHOOL BOARD
PURCHASING/ANCILLARY SERVICES DEPARTMENT
3520 General De Gaulle Drive, Fifth Floor, Room 5055
New Orleans, Louisiana 70114

INSTRUCTIONS TO BIDDERS

Sealed bids will be received by the Orleans Parish School Board in the Purchasing/Ancillary Services Department, 3520 General De Gaulle Drive, Fifth Floor, Room 5055, New Orleans, Louisiana 70114, until 10:00 A.M. on THURSDAY, MAY 9, 2013, for INVITATION TO BID NO. 13-0011 EARLY CHILDHOOD COMPUTER LEARNING CENTERS AND SOFTWARE with the following specifications, at which time and place the bids will be publicly opened.

A signed original and **one (1) on CD or flash drive (If a soft copy cannot be provided, submit one (1) paper copy.)** MUST be submitted in a sealed envelope and clearly marked: **RESPONSE TO ITB NO. 13-0011 EARLY CHILDHOOD COMPUTER LEARNING CENTERS AND SOFTWARE TO BE OPENED THURSDAY, MAY 9, 2013 AT 10:00 A.M.** and addressed to the Purchasing/Ancillary Services Department, Orleans Parish School Board, 3520 General De Gaulle Drive, Fifth Floor, Room 5055, New Orleans, Louisiana 70114. The name and address of the company submitting the bid must appear on the top left corner of the envelope containing the bid document.

Hand-carried and express mail proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:30 p.m. local time, Monday through Friday, excluding holidays observed by the OPSB.

The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a bid not properly addressed or identified.

The Orleans Parish School Board will not assume the responsibility for any delay as a result of failure of the mail to deliver proposals on time.

No bid(s) will be accepted after **10:00 A.M. THURSDAY, MAY 9, 2013** under any conditions whatsoever. In order for your company to be provided proof of delivery time, bids should be hand delivered, sent by registered mail, or private carrier only to the Purchasing/Ancillary Services Department, 3520 General De Gaulle Drive, Fifth Floor, New Orleans, Louisiana 70114.

BIDDING DOCUMENTS: A complete set of Bidding Documents MUST be used in preparing bids; neither the Orleans Parish School Board nor its representatives assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

The forms furnished as part of the specifications **MUST** be used for filing of bid and must be signed by the bidder. **No bids will be considered unless made on the forms provided and must not be detached from the bidding document of which it forms a part.** Failure to follow these instructions may result in your bid being disqualified.

The statement listed on the bottom of each page (DO NOT DETACH THIS PAGE) indicates that ALL of the pages included in the bid document must be submitted.

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INVITATION TO BID NO. 13-0011

Bids that are submitted with a “NO BID” response MUST be clearly stated on the front of the envelope. (If not responding to bid, package need not be mailed.)

BIDDERS REPRESENTATION: Each Bidder by signing and submitting a bid to the Orleans Parish School Board Represents that:

- a. The Bidder has read and understands the Bidding Documents and that his bid is made in accordance therewith.
- b. The Bidder is furnishing the Certificate of Insurance with the Bid, in accordance with the insurance requirements.
- c. The Bidder has read the Certificate of Independent Price Determination and understand it as acknowledged by his signature on the statement, which is attached to and made part of his bid.

VENDOR CONTACT:

Bidders MUST provide NAME and TELEPHONE NUMBER of respective contact person within the firm through whom orders and/or information will be handled.

BID INQUIRY: No contact in any form or manner is to be made with any employee of the District except through the Purchasing/Ancillary Services/Ancillary Services Department. Violation of this provision shall be considered grounds for disqualification of the violator employer's bid.

BRAND NAME OR EQUAL: The name of a certain brand, make, manufacturer, or definite specifications is to denote the quality standard of the article desired, but does not restrict bidders to the specified brand, make, manufacturer, or specification named. It is to set and convey to prospective bidders the general style, type, character and quality of article desired.

THE EQUIVALENT OR ALTERNATE OF ARTICLE SPECIFIED MAY BE BID UPON. THE BIDDER MUST WRITE IN HIS BID CATALOG NUMBER AND MAKE OF ARTICLE BID UPON AND SUBMIT WITH HIS BID CUT OR DRAWING GIVING PRINCIPAL DIMENSIONS AND SPECIFICATIONS.

CONSIDERATION OF BID: The Board reserves the right to select any part of the bid or the whole bid as well as to reject any and all bids whenever such rejection is in its best interest in accordance with law.

All blanks within the Bidding Document shall be filled in by typewriter or manually in ink. When Brand name of item is not filled in, the item specified in the specifications must be delivered. Brand name, unit price and extended price must be quoted. When no brand is indicated in the specifications, Bidder must indicate brand to be provided. Samples must be submitted if requested by the Purchasing/Ancillary Services Director.

The Bidder's name, complete address, phone number and principals of the company must be furnished.

Prices are to include inside delivery to: Various Schools in Orleans Parish. Samples must be submitted if requested by the Purchasing/Ancillary Services Director.

Bidders are cautioned to insure the unit prices are correct as written/typed. A careless error in the bid preparation or in quoting prices will not relieve the bidders' responsibility.

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Per Louisiana Revised Statutes Title 38:2221, "NO CONTRACT SHALL BE LET ON A COST-PLUS BASIS".

DISCOUNTS FOR PROMPT PAYMENT: Discounts/Terms for prompt payment will not be considered in the evaluation of bids. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated in the proposal by the Bidder. As an alternative to offering a prompt payment discount in conjunction with the bid, Bidders awarded contracts may include prompt payment discounts on individual invoices.

LOUISIANA PREFERENCE: In accordance with Act 318 of the 1958 Session of the Legislature: "PREFERENCE IS HEREBY GIVEN TO MATERIALS, SUPPLIES AND PROVISIONS PRODUCED, MANUFACTURED OR GROWN IN LOUISIANA, QUALITY BEING EQUAL TO ARTICLES OFFERED BY COMPETITORS OUTSIDE OF THE STATE".

DELIVERY: In the event of the failure of the Bidder to meet the above requirements or to deliver articles within the time specified elsewhere in these specifications, the Board reserves the right, without prior notice or putting in default but by mere lapse of time, to obtain the articles from any other person or firm at such price as may be charged without competitive bids. The difference between the price paid and the contract price shall be deducted from the following or any subsequent payment to the contractor.

CORRECTION OF MISTAKES: Bidders MUST not erase, correct or write over any prices or figures necessary for the completion of the bid. Corrections MUST be made by drawing a line through the unwanted text(s) or number(s) and rewriting the correct text(s) or number(s). If a correction is necessary, the bidder shall initial each correction. Failure to comply with the requirements may cause your bid to be disqualified. No bids shall be altered or amended after the specified time for opening.

Negligence on the part of the bidder in preparing his/her bid confers no right of withdrawal or modification of his/her bid after bids have been opened.

AWARD: The bid will be awarded to the lowest bidder that meets the specifications as determined by the District. It is appropriate to emphasize that the lowest bidder may not be considered the best. The District reserves the right to enter into a single contract or award more than one contract for all services, whichever is deemed to be in the District's best interest.

OBJECTION TO THE AWARD: If any Bidder who submitted a Bid has an objection to the award of the Low Bidder, the objecting Bidder shall furnish that protest, in writing, to the Purchasing/Ancillary Services Director within two (2) Business Days of the date of the Bid Opening. The protest shall describe in detail the basis for the protest, and shall request a determination under this section of the Instructions to Bidders.

If a protest is filed in a timely fashion, the Purchasing/Ancillary Services Director will, review the basis for the protest and relevant facts under such terms and conditions, as the Purchasing/Ancillary Services Director considers proper. Upon completion of the review, the Purchasing and Ancillary Services Director shall submit its findings and recommendations to the Superintendent and/or OPSB who shall then review the matter under such terms and conditions, as deemed proper. Upon receipt of authority to act from the Superintendent or OPSB, the Purchasing/Ancillary Services Director will notify those Bidders involved of its decision. The decision shall be final and binding on the objecting Bidder.

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WITHDRAWAL OF BID: Any bid may be withdrawn if clear and convincing sworn, written evidence of obvious mechanical, clerical or mathematical error is furnished by the bidder to the Purchasing/Ancillary Services Director within 48 hours of bid opening.

SUPPLIER PERFORMANCE AND EVALUATION: The contractor, vendor, service provider and/or supplier performance process will involve evaluating the contractor, vendor, service provider and/or supplier's overall quality status, as well as evaluating the quality of each material or service the Orleans Parish School Board wishes to purchase from the said contractor, vendor service provider and/or supplier. Prior to the invoice submission, the contractor, vendor, service provider and/or supplier, shall meet with a purchasing representative to discuss and review deliverables and timeline events for said services. Contract with automatic renewals will be based upon the Orleans Parish School Board evaluating and analyzing contractor, vendor, service provider and/or supplier performance.

DEBARMENT AND SUSPENSION: To ensure that the Orleans Parish School Board does not enter into a contract with a contract with a debarred or suspended company or individual, each responsive bidder must include a certification statement with each bid on each contract. By signing the certification statement, the bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred or suspended by a Federal Agency. It is the responsibility of each bidder to sign the attached certification statement and submit it with the bid. Failure to comply with this requirement will cause your bid to be disqualified, declared non responsive.

CONTRACTS OVER \$100,000: The Contractor must comply with the applicable standards, orders or requirements issued under Section 306 of the Clean Air Act [(42 USC 1837 (h))], Section 508 of the Clean Water Act (32 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR, Part 15), which prohibit the use under non-exempt federal contracts, grants or loans of facilities included in the EPA list of violating facilities. Contractor shall report any violations to the Orleans Parish School Board, the Department of Agriculture and to the Environmental Protection Agency Assistant Administrator for enforcement.

LAWS AND REQUIREMENTS AFFECTING LABOR: All contractors and subcontractors shall comply and conform to all applicable federal, state, and municipal labor laws and various acts mandatory and supplementary thereto, as well as, all other applicable laws, ordinances and legal requirements regarding the employment of labor to include, if applicable, to contracts which exceed \$2,500.00 and which involve the employment of mechanics or laborers, the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by the Department of Labor Regulations (29 CFR, Part 5). The latter requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market.

INDEMNITY AND INSURANCE:

- A. The Bidder shall indemnify and hold harmless the OPSB, its Board Members, Officers, Staff Directors, etc. for and against any and all losses, damages, and liabilities whatsoever for injury to or death of persons, or loss of or damage to property, including Government property of any kind or nature caused by or arising out of the performance of the work or services required hereunder by the contractor or the officers, employees, or agents of the Bidder.
- B. The Bidder shall, as a minimum, obtain and maintain during the entire period of performance of this contract insurance provided by insurers authorized to transact business in the State of Louisiana, has and maintains a minimum of a "A" rating or better financial size category as shown in the most current AM

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Best Company ratings the following coverage placements:

1. Workmen's Compensation and Employees Liability Insurance – Worker's Compensation insurance limits as required by the Labor Code of the State of Louisiana meeting minimum statutory requirements and Employer's Liability coverage with a minimum of \$500,000. The policy shall include a **waiver of subrogation** in favor of the District (OPSB).
2. Comprehensive General Liability/ Professional Liability Insurance – **For Standard Contracts**, minimum limits of \$1,000,000 per occurrence. The policy shall include a **waiver of subrogation** in favor of the OPSB with an **additional insured** endorsement. **For Architectural & Engineering (A&E)** projects, the Bidder shall provide evidence of coverage for Professional Liability and or E&O Liability subject to limits of not less than \$1,000,000 with **additional insured and/or a waiver of subrogation** endorsement in favor of the District (OPSB). The liability insurance shall remain in effect until the end of the Correction Period and at all times after that when the Contractor may be correcting or removing and replacing, defective work.
3. Motor Vehicle Liability Insurance - Minimum limits of \$250,000 per person and \$500,000 per occurrence for bodily injury liability and \$100,000 for property damage liability is required on each vehicle owned, non owned or hired to be used in conjunction with the contract. The policy shall include a **waiver of subrogation** in favor of the District (OPSB).
4. Property, Builder's Risk Insurance – The Bidder (for repair, construction, fabrication, etc. projects) shall purchase and maintain property insurance, including earth movement and flood, covering work at the site in the full amount of the respective contract and/or changes in contract values due to change orders. The property insurance shall be "All Risk Builder's Risk Completed Value Form Insurance or equivalent manuscript policy and shall include the interests of the OPSB, Bidder, Subcontractors and Suppliers, Architect and the Owners and Architect's consultants as their interest may appear, all of whom shall be named **as additional insured's**. The corresponding deductibles, shall be borne by the Bidder & the policy shall also be endorsed to comply with the **waiver of subrogation** rights in favor of or applicable to the OPSB.
5. Bonding – The Bidder (other than A&E and Demolition projects) shall furnish a Performance Bond in the full amount of the bid price. The Labor and Material Payment Bond shall also be in the full amount of the contract price. The Performance Bond shall remain in effect until the end of the "correction period" and at all times after that when the bidder may be correcting or removing and replacing defective work. The Bidder shall also furnish any maintenance bonds and manufacturer performance bonds, each in the amount and for specified that are required in the Supplementary conditions or technical Specifications. Attorney-in-Fact who sign bonds shall attach a certified copy of their Power of Attorney to sign bonds and conduct business in the respective State.
6. Excess Liability Insurance – The OPSB reserves the right to require this coverage subject to the value of the contract or scope of work required in the contract. If required, the excess liability insurance shall follow the same form and offer the same protections as employer's liability, general liability and auto liability. It shall also be as broad as the underlying policies of liability. Limits of Excess Liability coverage will be established based on the size and scope of the contract project. **Additional insured and/or waiver of subrogation endorsements will be required.**

C. The minimum insurance amounts specified in paragraph B shall not include a deductible.

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Notwithstanding, if there is a deductible incorporated into the terms of the insurance policy, then OPSB shall not be liable for the deductible, nor shall it be an allowable cost if paid by the BIDDER. Insurance issued on a claims-made basis and completed operations insurance shall be maintained for 2 years after acceptance and evidence of coverage shall be furnished to the OPSB yearly.

- D. The insurer's cost of providing the insured's a defense and appeal, including attorney fees, shall be supplementary and shall not be included as part of the policy limits, but shall remain the insurer's separate responsibility. If any of the Bidder's sureties or insurers is declared bankrupt or placed into receivership, ceases to meet any of the requirements of the Bid Documents or its license to do business in the State of Louisiana is revoked or expires, the Bid shall meet the requirements of the bid documents.
- E. Certificates of insurance evidencing that the requirements of paragraph B have been met shall be furnished to OPSB before work is commenced with respect to performance under this bid. **In addition to the certificate of insurance, a copy of all required endorsements will be required as proof of the coverage placement.** The insurance required pursuant to the provisions of this clause shall be in such form and for such periods of time as OPSB may require or approve, and with insurers approved by OPSB. Provisions shall be made for 30 days advance written notice by mail to OPSB of change in or cancellation of such insurance.
- F. In the event the BIDDER fails to furnish such certificates prior to the commencing of work or to continue to maintain such insurance during the performance of the BID, OPSB shall have the right to withhold any payments or partial payments required to be made under this BID; and shall have the right to continue withholding any or all of said payments so long as the CONTRACTOR has not complied with the requirements of this clause.

ORLEANS PARISH SCHOOL BOARD

Leslie J. Rey
Purchasing/Ancillary Services Director

INVITATION TO BID NO. 13-0011

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS THAT FOLLOW)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name_____

Name and Title of Authorized Representative_____

Signature_____Date_____

INVITATION TO BID NO. 13-0011

Instructions for Completing Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (Form AD-1048)

NOTE: A School Food Authority must require that each responsive bidder include this certification statement with each bid on each contract equaling or exceeding \$100,000, or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant providing the certification set out on the above in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the U. S. Department of Agriculture regulations 7CFR 3017 implementing Executive Order 12 549. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

INVITATION TO BID NO. 13-0011

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS EXCEEDING \$100,000 IN FEDERAL FUNDS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME/ADDRESS OF VENDOR_____

TITLE/TITLE OF SUBMITTING OFFICIAL_____

SIGNATURE_____DATE_____

GENERAL TERMS AND CONDITIONS

1. The Orleans Parish School Board (OPSB) is soliciting bids to furnish **Early Childhood Computer Learning Centers and Software for Various Schools Through Exceptional Children's Services**.
2. All items must be **new**. (Used or reconditioned items will not be accepted). The bidder must guarantee that the items requested are delivered free from defects in design and construction and that they are the manufacturer's standard design.
3. Unit Price(s) to reflect inside delivery (as a separate line item) assembly, set-up, installation, debris removal, and in-service, training if applicable, various schools in Orleans Parish.

Shipping costs will not be considered as a part of the price for determining the lowest bidder.

4. Brand(s) to be bid **must be circled "As Specified", "Equal" or "Alternate"**. If bidding **"Equal"** or **"Alternate"**, item(s) must meet final approval of Principal, Department Head and/or Buyer. Bidder **must** also provide graphics, literature, product code(s) and a list of all deviations from the specifications. Failure to comply may result in disqualification of bid. (Vendor catalog(s) will not be accepted in lieu of specifications.)
5. All quotations shall be valid for a minimum of 120 days. Terms understood as net 30 days.
6. Bidders must check price quotations for mathematical and typographical errors before submittal (unit prices will govern in case of error). All corrections must be initialed. Failure to comply may result in disqualification of bid.
7. The Orleans Parish School Board is exempt from all Federal and State taxes.
8. Legal identification of the company and/or organization must be listed on the bid form where indicated, including its corporate name and complete mailing address.
9. Samples of item(s) proposed as "Equal or alternate" may be required prior to bid award.
10. Each bidder must include in its bid the policy for returned equipment.
11. The Orleans Parish School Board reserves the right to select any part of the bid or the entire bid, as well as to reject any and all bids received whenever such selection or rejection is in its best interest in accordance with law.
12. A bid may be withdrawn after the time and date designated for receiving bids if clear and convincing sworn, written evidence of obvious mechanical, clerical or mathematical error is furnished by the bidder within 48 hours of bid opening.

Negligence on the part of the bidder in preparing his/her bid confers no right of withdrawal or modification of his/her bid after bids have been opened.
13. All inquiries regarding this solicitation for bids should be addressed to Lynn Dillon, 304-5639, lynn_dillon@opsb.us or Caroline Harvey, 304-5640, caroline_harvey@opsb.us.

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SPECIFICATIONS AND BID FORM

ORLEANS PARISH SCHOOL BOARD
PURCHASING/ANCILLARY SERVICES DEPARTMENT
3520 General De Gaulle Drive, Fifth Floor
New Orleans, Louisiana 70114

TO: ORLEANS PARISH SCHOOL BOARD

I (or We) hereby propose to furnish the items detailed below in accordance with the specifications, at the prices indicated below. I (or We) will deliver F.O.B. anywhere within the city limits of the City of New Orleans, Louisiana. NOTE: All items are to be understood to read: **"AS SPECIFIED", "EQUAL", or "ALTERNATE"**. **Bidders are required to CIRCLE ONE of these three classifications. DO NOT INCLUDE CITY OR STATE SALES TAXES OR FEDERAL EXCISE TAXES.**

Acknowledgment of Addenda:

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

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DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
1. ISTARTSMART KINDERGARTEN INTERVENTION SINGLE ALL IN ONE (HATCH) (See Attached Specifications)	2.00 Each		
		DELIVERY ARO*	
BRAND AND MODEL BID UPON			
CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
2. ISTARTSMART KINDERGARTEN INTERVENTION-TWIN ALL IN ONE (HATCH) (See Attached Specifications)	1.00 Each		
		DELIVERY ARO*	
BRAND AND MODEL BID UPON			
CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
3. SCHOOL AGE - TWIN ALL IN ONE HATCH) (See Attached Specifications)	1.00 Each		
		DELIVERY ARO*	
BRAND AND MODEL BID UPON			
CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
4. TWIN AIO DESK ALL IN ONE (HATCH) (See Attached Specifications)	2.00 Each		
		DELIVERY ARO*	
BRAND AND MODEL BID UPON			
CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
5. ITEM DELETED	1.00 Each		
		DELIVERY ARO*	
BRAND AND MODEL BID UPON			
CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
6. PLAY SMART BUNDLE INCLUDES 2.0 ACTIVITY PACKAGE AND MULTI TOUCH TABLE (HATCH) (See Attached Specifications)	2.00 Each		
		DELIVERY ARO*	
BRAND AND MODEL BID UPON			
CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			

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DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
7. ISTARTSMART MOBILE BASE UNIT (HATCH) (See Attached Specifications)	5.00 Each	_____	_____
_____	DELIVERY ARO*	_____	
BRAND AND MODEL BID UPON CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
8. ISTARTSMART MOBILE CLASSROOM UNIT (HATCH) (See Attached Specifications)	22.00 Each	_____	_____
_____	DELIVERY ARO*	_____	
BRAND AND MODEL BID UPON CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
9. COMMON CORE FOCUS SOFTWARE AND PROFESSIONAL DEVELOPMENT BUNDLE #WIN CFI (HATCH) (See Attached Specifications)	1.00 Each	_____	_____
_____	DELIVERY ARO*	_____	
BRAND AND MODEL BID UPON CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
10. TEACHSMART SOLUTION (HATCH) See Attached Specifications)	1.00 Each	_____	_____
_____	DELIVERY ARO*	_____	
BRAND AND MODEL BID UPON CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
11. ISTARTSMART PRE-K 2.0 (HATCH) See Attached Specifications)	1.00 Each	_____	_____
_____	DELIVERY ARO*	_____	
BRAND AND MODEL BID UPON CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
12. MOBILE FLOOR STAND KIT (HATCH) See Attached Specifications)	1.00 Each	_____	_____
_____	DELIVERY ARO*	_____	
BRAND AND MODEL BID UPON CIRCLE ONE: AS SPECIFIED EQUAL ALTERNATE			
13. SHIPPING PERCENTAGE _____(%). (LINE ITEM(S) ON QUOTATION MAY BE AWARDED INDIVIDUALLY.)			

DELIVERY ARO – HOW MANY DAYS ITEMS WILL BE DELIVERED “AFTER RECEIPT OF ORDER”

NOTE: ITEMS ON THIS BID WERE TAKEN FROM HATCH COMPANY.

DO NOT DETACH THIS PAGE

INVITATION TO BID NO. 13-0011

BID ITEM NO. 1 EARLY CHILDHOOD ALL IN ONE

Qualified vendors must have a minimum status of: *Microsoft Direct Dealer* and *Intel® Premier Provider*.

HARDWARE SPECIFICATIONS

- ♦ Display: 21.5" Widescreen HD Optical with 2-touch Ability (Multi-touch Interface)
- ♦ CPU: Intel® Core i3 2.5 GHz
- ♦ Operating System: Microsoft Windows 7 Professional
- ♦ Chipset: Intel H61 Express Chipset
- ♦ Video: Intel HD Integrated Video
- ♦ Memory: 2GB DDR3 1333/1066 MHz Memory (upgrade available)
- ♦ Hard Drive: 320GB SATA Hard Disk Drive (upgrade available)
- ♦ Optical Drive: DVD Super-multi, Double-layer, Slim Tray-type
- ♦ Webcam: 1.3M HD (720p) 16:9 Lens with Digital Microphone
- ♦ Peripherals: 5 USB 2.0 ports, 2 USB 2.0 ports, 4 in 1 Card Reader
- ♦ Audio: 6W (3W + 3W) 2-way Speakers
- ♦ Califone® Headphones with dual volume control
- ♦ LAN: 10/100/1000 Base-T Ethernet (Realtek RTL8111), 802.11 b/g/n MiniCard (rev.1.2 support)
- ♦ Mouse/Keyboard: USB Windows Enhanced Keyboard, PS/2 and USB kid-sized Hatch optical mouse and mouse pad
- ♦ All-in-One Table: Birch Plywood 36" W x 30"D, adjusts 16"-22½"H. Table features built-in keyboard storage rack and an inset printer shelf, lockable casters, cord management and a computer base locking system.
- ♦ Epson Stylus C88 Color Ink Jet Printer features efficient ink usage with individual ink cartridges. Includes cable and paper.
- ♦ Surge Protector: 120v, 15 amp circuit breaker, 2160 Joules.
- ♦ Software Included:
 - ♦ Anti-Virus Protection: Microsoft® Security Essentials
 - ♦ Operating System: Windows 7 Professional
 - ♦ ECLaunch
 - ♦ iStartSmart
 - o Shell Squad Games
 - o Henry's Hideout
 - ♦ Henry's Fat Cat
 - ♦ Sam & Pam Jam
 - ♦ Butterflies
 - ♦ Machines: Large & Small
 - ♦ Dragonflies
 - ♦ Thinkin' Science
 - ♦ Mighty Math Zoo Zillions
 - ♦ Mighty Math Carnival Countdown
 - ♦ Trudy's Time and Place House
 - ♦ Reading Blaster Ages 4-6
 - ♦ Reading Blaster Ages 5-7
 - ♦ Kid Pix 3D
 - ♦ JumpStart Advanced Kindergarten

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INVITATION TO BID NO. 13-0011

BID ITEM NOS. 2 & 3 EARLY CHILDHOOD ALL IN ONE

Qualified vendors must have a minimum status of: *Microsoft Direct Dealer* and *Intel® Premier Provider*.

Includes 2 All In One Computers with software and 1 All In One Twin Table

HARDWARE SPECIFICATIONS

- Display: 21.5" Widescreen HD Optical with 2-touch Ability (Multi-touch Interface)
- CPU: Intel Core i3 2.5 GHz
- Operating System: Microsoft® Windows 7 Professional
- Chipset: Intel H61 Express Chipset
- Video: Intel HD Integrated Video
- Memory: 2GB DDR3 1333/1066 MHz Memory (upgrade available)
- Hard Drive: 320GB SATA Hard Disk Drive (upgrade available)
- Optical Drive: DVD Super-multi, Double-layer, Slim Tray-type
- Webcam: 1.3M HD (720p) 16:9 Lens with Digital Microphone
- Peripherals: 5 USB 2.0 ports, 2 USB 2.0 ports, 4 in 1 Card Reader
- Audio: 6W (3W + 3W) 2-way Speakers
- Califone Headphones with dual volume control
- LAN: 10/100/1000 Base-T Ethernet (Realtek RTL8111), 802.11 b/g/n MiniCard (rev.1.2 support)
- Mouse/Keyboard: USB Windows Enhanced Keyboard, PS/2 and USB kid-sized Hatch optical mouse and mouse pad
- All-in-One Table: Birch Plywood 36" W x 57 ¹/₈" D, adjusts 16"-22½"H. Table features built-in keyboard storage rack and an inset printer shelf, lockable casters, cord management and a computer base locking system.
- Epson Stylus C88 Color Ink Jet Printer features efficient ink usage with individual ink cartridges. Includes cable and paper.
- Surge Protector: 120v, 15 amp circuit breaker, 2160 Joules.

Software Included:

- Anti-Virus Protection: Microsoft Security Essentials
- Operating System: Windows 7 Professional
- ECLaunch
- Henry's Fat Cat
- Sam & Jam Pam
- A Sprout of Magic
- Fish
- Beaks & Bills
- Camouflage & Disguise
- Dirt Bikes
- More Ice Cream
- Skateboarding
- Thinkin' Science
- Health for Kids Series
- Mighty Math® Number Heroes
- Mighty Math® Calculating Crew
- Trudy's Time and Place House
- Spelling Blaster Ages 6-9
- Reading Blaster Ages 5-7
- Kid Pix 3D

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INVITATION TO BID NO. 13-0011

SOFTWARE PACKAGE FOR BID ITEM NO. 1

All educational software programs are pre-installed to the hard-drive, eliminating the need for children to handle CDs. Technicians configure each computer learning center around iStartSmart, an educational software program designed to increase school readiness skills. An engaging, play-based system, iStartSmart is based on the most current research and learning standards. The program is driven by a set of artificial intelligent progression rules that move children through skill areas in a way that promotes mastery before moving to the next level. The system includes built-in progress monitoring with fully formatted and printable reports for teachers, administrators and parents.

SOFTWARE PACKAGE FOR BID ITEM NOS. 2 & 3

All educational software programs are pre-installed to the hard-drive, eliminating the need for children to handle CDs. The selected children's software is meant to complement traditional learning objectives for literacy, numeracy, problem solving, critical thinking and creative expression.

BID ITEMS 1, 2 & 3

INSTALLATION, TRAINING AND CUSTOMER SERVICE GUARANTEE

Successful integration of computer learning centers in early childhood classrooms REQUIRES proper installation, set-up & staff development training. As part of this purchase, representatives install computer learning centers in each classroom, advise teachers on technology implementation, and provide comprehensive training and workshops with teachers to ensure the computer learning center becomes an active, child-directed part of each classroom. Staff development training from the vendor is both complimentary and *unlimited* and will include training on how to integrate software into predetermined curriculum. The awarded vendor must also provide unlimited training and adaptations with special needs populations.

INVITATION TO BID NO. 13-0011

WARRANTY BID ITEM NOS. 1 2, & 3

The vendor will provide lifetime, toll-free technical support, a two-year warranty on all parts and labor, interactive online workshops and retraining for as long as customers have the computer learning centers operating in the classroom. Please submit materials describing all training, workshops, and technical support.

***“LIFETIME” SHALL BE DEFINED AS THE ENTIRE TIME EQUIPMENT IS IN EXISTENCE WITHIN AGENCY CLASSROOMS.**

BID ITEM NO. 4 TWIN ALL IN ONE DESK

The **Twin All-In-One** Station must be made of Baltic Birch plywood, one of the strongest hard woods available. The station adjusts from 16” to 22” high and measures 57 ½”W x 30”D. The table is designed for the security and stability of the All-In-One unit by fastening to the table with the provided set of screws. Four locking castors allow easy mobility between classrooms.

This desk **must be** backed a by lifetime warranty.

BID ITEM NO. 5

ITEM DELETED

BID ITEM NO. 6

WE PLAY SMART BUNDLE INCLUDES 2.0 ACTIVITY PACKAGE & MULTI TOUCH TABLE

WePlaySmart Solution This software application must consist of research based activities providing opportunities for children to develop critical social/emotional skills using the backdrop of cognition in a variety of familiar and new contexts and environments. Must consist of combinations with the multi-touch interactive table encourages cooperative play between two to four children allowing them to collaborate and problem solve and progress in social/emotional skill areas. The skill areas are: self-concept, behavior control, emotional control, control of attention, and social competence. At various times during play, the application records the children's voices to capture language and interaction with peers. The children utilize login process for non-readers to obtain proper identification when using the solution. Teachers can then listen to the audio clips, make decisions and monitor the children's social/emotional skills utilizing the application's robust progress monitoring tools. Reports can also help administrators support instruction in the classroom and for teachers during parent conferences.

Must include on-site, classroom installation of each component as well as unlimited on-site professional development. The professional development program must focus on the essentials of incorporating the technology solution into the classroom and integrating it into the curriculum to support young children's social and emotional development.

- Independent Accessibility – Once the teacher turns them on, the children must be able to access the solution just like any other Learning Center in their classroom. Bidder must train teachers on how to provide equal access for all children as part of their daily routine.
- Integration – The purpose of the solutions are to enhance and extend the learning opportunities already present in the classroom. Bidders must work with teachers to highlight how the preloaded software can be utilized not only within the computer learning center, but throughout the classroom.
- Cooperative Play – Must be used with two to four students. The various software programs allow multiple children to work together and solve problems as a team.
- Socio-Emotional, Cognitive, and Physical Development – The programs in must cover a wide spectrum of learning opportunities. Bidders must provide Classroom Integration Consultants and professional training materials to show teachers how the various activities help children with cooperation, responsibility, hand eye coordination, fine motor control and other core developmental skills.

WePlaySmart Multi-touch Table

Preinstalled and configured ***WePlaySmart Activity Package*** application package

Complete classroom installation of all components

Unlimited in-classroom professional development

Manufacturer's warranty

Lifetime toll-free technical support



Active Screen Size 37"L×20.9"W×25.75"H (93.9 cm × 53.2cm × 65.4 cm)

Table Dimensions 46 1/4"L x30 1/4"W x 24"H (117.5cm x 76.9cm x 61cm)

Touchpoints 32 Touchscreen Technology Surface Light Wave Technology

Operating System Windows 7 Professional- Connectivity Built In Wi-Fi

Audio-Two Integrated 25WSpeakers; Miniature Cardioid Condenser Boundary Microphone with Uniform polar pattern for maximum rejection of unwanted sounds; designed for in-classroom recording

Warranty- 2-year warranty includes all parts and labor

CONTENTS AND ACTIVITIES

Age Appropriateness- Developmental ages 3-6 Internet Required no

Pre-Installed Preschool Activities- 275 pre-installed, scaffold, research-based activities are pre-loaded

Progress Monitoring-A full suite of learning games aid children's development in Executive Function, Social Competence, Behavioral, and Emotional skills. While the children play, their audio is recorded to allow accurate progress monitoring based on authentic data.

Automatically Recorded Interactions- yes

Research Basis- Best practices were informed by the:

Center on the Social and Emotional Foundations for Early Learning (Vanderbilt)

Technical Assistance Center on Social Emotional Intervention for Young Children (USDOE)

Prevention Research Center (Penn State) Collaborative for Academic, Social and Emotional Learning

Professional Development- Your personal Classroom Integration Consultant must install system on-site and provide in-depth, on-site, hands-on teacher training on the hardware and content. Three options for free Lifetime training for the product must be provided and can be accessed live via webinar, on-site and on-line.

Technical Support for Software- One Point of contact for Hardware, Software and Training questions, must provide Lifetime Toll-Free Technical Support for all three critical elements.

Technical Support for Hardware- One Point of contact for Hardware, Software and Training questions, must provided Lifetime Toll-Free Technical Support for all three critical elements.

BID ITEM NO. 7 EARLY CHILDHOOD MOBILE TABLET

MINIMUM HARDWARE SPECIFICATIONS

- NVIDIA Tegra 2 CPU
- Android 3.2 Operating System
- 10.0" LED Backlight WXGA (1280X800) 10 finger touch
Support scratch resistant glass
- 1 GB memory
- 16 GB Storage
- 1.2M Pixel Front Camera
- 5M Pixel Rear Camera
- Stereo Speakers
- SRS Premium Sound
- High Quality Mic
- WLAN 802.11 b/g/n@2.4 GHz
- Bluetooth V2.1+EDR
- G-Sensor
- Light Sensor
- Gyroscope
- E-Compass
- GPS
- 1XMini HDMI, 2XAUDIO Jack (Headphones/Mic-In), 1XCard
Reader: Micro SD
- Flash Support, Multi-Task Support
- Software: ASUS Launcher, My Library, My Net, My Cloud,
File Manager, PC Sync

ASUS Eee Pad Transformer TF 101 Android Tablet

Size: 10.7"x6.7"x.5", 1.5 lbs.

Li-Polymer Battery

9.5 hours; 24.4 Wh

Additional Accessories

- An easy-to-grasp, ruggedized, sanitizable
protective bumper with a drop-proof guarantee
- Screen guard
- Power Adapter w/USB to 40 pin connector
- Sanitizable Stereo Headphones
- Cleaning Kit

INSTALLATION, TRAINING, PROFESSIONAL DEVELOPMENT AND CUSTOMER SERVICE GUARANTEE

Successful Bidder will provide proper installation, set-up and staff development training. As part of this purchase, qualified Bidder will:

- Install Early Childhood Mobile Tablet in each classroom
- Provide free, unlimited, on-site, one-to-one teacher training in each classroom
- Provide unlimited Professional Development & workshops on curriculum integration for the lifetime of the equipment
- Provide free staff development training will be made available for the Lifetime of the equipment
- Periodic reporting to key administrators on product usage
- Provide toll-free technical support
- Please provide professional development agenda and time requirements

WARRANTY

Qualified bidder will provide a one-year warranty on the hardware that includes all repair or replacement for any non-user-induced malfunctions.

INVITATION TO BID NO. 13-0011

PACKING, DELIVERY, ASSEMBLY AND SET-IN PLACE

All products shall be delivered F.O.B. to the specified delivery point in first class condition, free from any defects of processing or damage due to handling in shipping and delivery. Where items call for delivery only, the cartons or crates will be accepted only upon the guarantee that upon removal from packaging by the customer they are found to be in first-class condition without any defects either incurred in process or transit. Any items that are rejected because of any kind of damage or defect prior to acceptance by the organization must be removed and replaced at no additional cost to the customer. Delivery, install and training can be completed within 7 days of ARO.

Where items are called for to be assembled and set-in place, the awarded bidder shall be responsible for off-loading the items from the delivery vehicles, removing the packaging materials, assembling the items, setting the items in place within the school as directed by the receiving personnel and removing the packaging materials from the school site to a school approved disposal site.

LABOR AND MATERIALS

Unless otherwise provided in the specifications, the contractor shall provide and pay for labor, materials, furniture, furnishings and equipment, tools, installation equipment and machinery, transportation and other facilities and services necessary for proper execution and completion of the work.

CLEANING UP

The awarded bidder shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations related to the contract. At completion of the work the supplier shall move from and about the project premises waste materials, rubbish, packaging materials, tools, installation equipment, machinery and surplus materials to a school district approved disposal site.

Upon completion of the installation, all furnishings and equipment shall be surface cleaned with cleaning materials as prescribed by the manufacturer. If the manufacturer fails to clean up as provided herein, the district may do so, or contract with others to do so and the cost thereof shall be charged to the awarded bidder.

STAFF DEVELOPMENT

Successful bidder will provide Staff Development Workshops associated with Classroom & Technology installation including literature with descriptions. Please provide examples of ongoing staff development offered free of charge for the Lifetime* of the equipment.

REFERENCES

Successful bidder will provide a list of five Early Childhood Agencies who have benefited from these specific products, services, professional development & training. Please include copies of all media supporting specified products and services.

*** "LIFETIME" SHALL BE DEFINED AS THE ENTIRE TIME EQUIPMENT IS IN EXISTENCE WITHIN AGENCY CLASSROOMS.**

BID ITEM NO. 8

EARLY CHILDHOOD MOBILE TABLE CLASSROOM UNIT AND SOFTWARE BUNDLE

MINIMUM HARDWARE SPECIFICATIONS

- NVIDIA Tegra 2 CPU
- Android 3.2 Operating System
- 10.0" LED Backlight WXGA (1280X800) 10 finger touch Support scratch resistant glass
- 1 GB memory
- 16 GB Storage
- 1.2M Pixel Front Camera
- 5M Pixel Rear Camera
- Stereo Speakers
- SRS Premium Sound
- High Quality Mic
- WLAN 802.11 b/g/n@2.4 GHz
- Bluetooth V2.1+EDR
- G-Sensor
- Light Sensor
- Gyroscope
- E-Compass
- GPS
- 1XMini HDMI, 2XAudio Jack (Headphones/Mic-In), 1XCard Reader: Micro SD
- Flash Support, Multi-Task Support
- Software: ASUS Launcher, My Library, My Net, My Cloud, File Manager, PC Sync

ASUS Eee Pad Transformer TF 101 Android Tablet

Size: 10.7"x6.7"x.5", 1.5 lbs.

Li-Polymer Battery

9.5 hours; 24.4 Wh

Additional Accessories

- An easy-to-grasp, ruggedized, sanitizable protective bumper with a drop-proof guarantee
- Screen guard
- Power Adapter w/USB to 40 pin connector
- Sanitizable Stereo Headphones
- Cleaning Kit

PRELOADED APPLICATION PACKAGE

Early Childhood Progress Monitoring Software: Over 500 research-based activities that are designed to increase school readiness skills. The software must automatically gather data as children play the activities, allowing teachers and parents to monitor each child's progress in the 18 skill areas without requiring manual data input. Successful bidder shall include copies of progress monitoring reports to demonstrate how children using activities have achieved significant gains in Literacy and Math. Activities should include:

Skill Development

Math

- | | |
|----------------------------------|------------------------|
| Counting | Subtracting from a Set |
| Counting Sequence | Verbal Problems |
| What is a Number? | Common Shapes |
| First, Second, to Fifth and Last | Location Words |
| Numerical Recognition | Manipulating Shapes |
| Objects in a Set | Measurement |
| Adding to a Set | Patterns |

Emergent Literacy

Phonological Awareness

Words in a Sentence	Rhyming
Blending Compound Words	Initial Sound Matching
Segmenting Compound Word	Onset Rime
Blending Syllables	Blending Words with Two
Segmenting Syllables	Sounds

Alphabet Knowledge

Letter Recognition
Letter/Sound Matching

Writing

Name Writing
Writing Other Letters & Words
Using Capital Letters & Punctuation

Language

Storytelling
Dramatic Play
Vocabulary Building

Additional Activity Areas:

Puzzles & Games	Interactive Stories
Free Play	Seven eBooks

REPORT MANAGEMENT SYSTEM

Successful bidder must include a Report Management System that at a minimum includes the following:

- Secure, web-based access to administrative level reports and features
- Real-time views of each child's progress across core school readiness indicators
- Must enable teachers to refocus activities for each child and group children for additional instruction based on skill level
- Please provide examples of all available reports

INSTALLATION, TRAINING, PROFESSIONAL DEVELOPMENT AND CUSTOMER SERVICE GUARANTEE

Successful Bidder will provide proper installation, set-up and staff development training. As part of this purchase, qualified Bidder will:

- Install Early Childhood Mobile Tablet in each classroom
- Provide free, unlimited, on-site, one-to-one teacher training in each classroom
- Provide unlimited Professional Development & workshops on curriculum integration for the lifetime of the equipment

INVITATION TO BID NO. 13-0011

- Provide free staff development training will be made available for the Lifetime* of the equipment
- Periodic reporting to key administrators on product usage
- Provide toll-free technical support
- Please provide professional development agenda and time requirements

WARRANTY

Qualified bidder will provide a one-year warranty on the hardware that includes all repair or replacement for any non-user-induced malfunctions.

PACKING, DELIVERY, ASSEMBLY AND SET-IN PLACE

All products shall be delivered F.O.B. to the specified delivery point in first class condition, free from any defects of processing or damage due to handling in shipping and delivery. Where items call for delivery only, the cartons or crates will be accepted only upon the guarantee that upon removal from packaging by the customer they are found to be in first-class condition without any defects either incurred in process or transit. Any items that are rejected because of any kind of damage or defect prior to acceptance by the organization must be removed and replaced at no additional cost to the customer. Delivery, install and training can be completed within 7 days of ARO.

Where items are called for to be assembled and set-in place, the awarded bidder shall be responsible for off-loading the items from the delivery vehicles, removing the packaging materials, assembling the items, setting the items in place within the school as directed by the receiving personnel and removing the packaging materials from the school site to a school approved disposal site.

LABOR AND MATERIALS

Unless otherwise provided in the specifications, the contractor shall provide and pay for labor, materials, furniture, furnishings and equipment, tools, installation equipment and machinery, transportation and other facilities and services necessary for proper execution and completion of the work.

CLEANING UP

The awarded bidder shall keep the premises and surrounding area free from accumulation of waste materials or rubbish caused by operations related to the contract. At completion of the work the supplier shall move from and about the project premises waste materials, rubbish, packaging materials, tools, installation equipment, machinery and surplus materials to a school district approved disposal site.

Upon completion of the installation, all furnishings and equipment shall be surface cleaned with cleaning materials as prescribed by the manufacturer. If the manufacturer fails to clean up as provided herein, the district may do so, or contract with others to do so and the cost thereof shall be charged to the awarded bidder.

STAFF DEVELOPMENT

Successful bidder will provide Staff Development Workshops associated with Classroom & Technology installation including literature with descriptions. Please provide examples of ongoing staff development offered free of charge for the Lifetime* of the equipment.

INVITATION TO BID NO. 13-0011

REFERENCES

Successful bidder will provide a list of five Early Childhood Agencies who have benefited from these specific products, services, professional development & training. Please include copies of all media supporting specified products and services.

***“LIFETIME” SHALL BE DEFINED AS THE ENTIRE TIME EQUIPMENT IS IN EXISTENCE WITHIN AGENCY CLASSROOMS.**

BID ITEM NO. 9

CORE FOCUS KINDERGARTEN & FIRST GRADE ACTIVITY BUNDLE FOR INTERACTIVE WHITEBOARD

Kindergarten & First Grade Interactive Software Package: a comprehensive digital content solution designed to enable teachers to effectively and efficiently integrate the SMART interactive whiteboard into their daily plans. The software package features activities that align to the Common Core State Standards.

At the touch of a fingertip, teachers and students can:

- Access 2,500 research based scaffold activities
- Search for activities correlated to specific Common Core State Standards
- Personalize digital portfolios for each student
- Develop a variety of skills focused in literacy and math

Accessories Included:

- Pointer (for student or teacher use)
- Headphone/Microphone (allows teacher to work hands free)
- User Manual & Quick Reference Guide

SYSTEM REQUIREMENTS:

Windows:

CPU: Intel Core 2 Duo 2.93 GHz Processor
Memory: 2 GB DDR Memory
Hard Drive Space: 3 GB Available Hard Drive Space
Optical Drive: DVD R/W Optical Drive
Peripherals: 2 Available USB Ports
(SMART Board Connectivity, Headphone)
Operating System: Microsoft Windows 7 Professional,
Microsoft XP or Microsoft Vista
Applications: Notebook Software 10.6 SP1*
Adobe Flash Player v10

Macintosh:

CPU: 1 GHz PowerPC G4/G5 or Intel processor
Memory: 1 GB of RAM
Hard Drive Space: 3 GB Available Hard Drive Space
Optical Drive: DVD R/W Optical Drive
Peripherals: 2 Available USB Ports
(SMART Board Connectivity, Headphone)
Operating System: Mac OS X Operating System 10.5
(Leopard) or 10.6 (Snow Leopard)
Applications: Notebook Software 10.6 SP3*
Adobe Flash Player v10

Installation, Training, and Customer Service Guarantee

Successful bidder will provide proper installation, set-up, and staff development training. As part of this purchase, qualified Bidder will:

- Install Activity Bundle software on existing computer in classroom
- Conduct training for teachers on implementation and to ensure that the system becomes an active part of the classroom
- Provide toll-free technical support for the life of the product
- Provide an easy to use manual and quick reference guide at the time of installation and training

*Activity Bundle must be compatible with Notebook Software.

***“LIFETIME” SHALL BE DEFINED AS THE ENTIRE TIME EQUIPMENT IS IN EXISTENCE WITHIN AGENCY CLASSROOMS.**

INVITATION TO BID NO. 13-0011

BID ITEM NO. 10

TS 2 680i5 Solution – Win TEACHSMART SOLUTION

TeachSmart Solution. Includes more than 1,100 activities with the TeachSmart Software Package, computer, SMART Board 680i5 Interactive Whiteboard (Size: 65 1/4" W x 49 1/2" H x 5 1/8" D), UF75 Projector System with boom, amplified stereo speakers, headset/microphone, computer cabinet, keyboard and mouse, surge protector, Microsoft® Windows 7.0 and Microsoft® Security Essentials.

A Classroom Integration Consultant must professionally install TeachSmart and conduct the initial training to advise teachers on implementation and to ensure that the system becomes an active part of each classroom. Additionally, all customers will have 24/7 access to an online training course. Customers must be able to reach the awarded bidder by phone for support throughout the life of the product.

BID ITEM NO. 11

iStartSmart Pre-K 2.0

iStartSmart Pre-K 2.0 Software Package includes ECLaunch Shell Squad Games, Henry's Hideout, Ants, Butterflies, How Do Animals Use Their Flippers?, Howl, Growl, Moo, Whooo, Sticky Fingers, Thinkin' Things Toony the Loon's Lagoon, Travel the World™ with Timmy!, Photo Kit Junior. This All-In-One computer unit comes standard with a table and printer unless otherwise noted. Classroom Internet Access is required.

Enables access to RMS, the web-based Report Management System providing Classroom Overview Reporting for Teachers, 24/7 access to online training course, videos, and extension activities that complement iStartSmart activities.

A Classroom Integration Consultant must conduct On-Site Teacher Training to advise teachers on implementation and to ensure the system becomes an active part of each classroom. Unlimited, toll-free technical support must be available for the lifetime of the product.

BID ITEM 12

MOBILE FLOOR STAND KIT

JORO Pro-LIFT-G4 mobile stand. This integrated system features: a secure board mount with lateral and vertical (up to 19" from the floor) shift capability; a swivel turret head with 0°-90° presets to facilitate installation and transport; an accessory shelf; both a laptop tray and a hidden CPU stand; flared, heavy duty casters with locking feet for safety and ease of access; a six outlet power bar; and integrated cable management.

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INVITATION TO BID NO. 13-0011

All prices quoted are F.O.B. anywhere within the city limits of the City of New Orleans, Louisiana and do not include city or state sales taxes or federal excise taxes.

I have completed the Certificate of Insurance and secured signatures by a duly authorized representative of the company.

Initial

I have signed the Certificate of Debarment.

Initial

I have checked my quotations for mathematical and typographical errors. Unit Price(s) will prevail if discrepancy is noted. Unit prices will govern in case of error(s) in extension.

Initial

Unit prices include shipping fee if applicable.

Initial

I have listed the Principals of the Company.

Initial

I have completed the Non-Collusion Statement.

Initial

I (or We) acknowledge and accept the General Terms and Conditions as set forth in this document.

:

NAME OF COMPANY

SIGNATURE OF BIDDER

DATE

INVITATION TO BID NO. 13-0011

PRINCIPALS OF THE COMPANY

PRESIDENT: _____

VICE-PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

BIDDER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, and ZIP: _____

AREA CODE & PHONE: _____

AREA CODE & FAX: _____

E-MAIL: _____

LIST THE BIDDER'S FEDERAL TAX IDENTIFICATION NUMBER _____

Bidder is (check one) _____ Sole Proprietorship; _____ Partnership; _____ Corporation
(If corporation, in what state incorporated) _____; or
_____ Joint venture. Identify parties:

INVITATION TO BID NO. 13-0011



ORLEANS PARISH SCHOOL BOARD

Purchasing/Ancillary Services

VENDOR REGISTRATION FORM

DATE (MM/DD/YYYY): _____

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

REMIT TO ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

TAX ID NO: _____

DUNS NO. _____

EVER EMPLOYED BY THE OPSB? YES ☐ NO ☐ IF YES, LAST DATE OF EMPLOYMENT _____

☐ MANUFACTURER ☐ DISTRIBUTOR ☐ SALES OFFICE ☐ SERVICES ☐ STATE CONTRACT
NO. _____

PLEASE IDENTIFY COMMODITIES AND/OR SERVICES THAT YOUR COMPANY PROVIDES:

Company Representative Title

VENDOR REGISTRATION FORM 032410

DO NOT DETACH THIS PAGE

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.						
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)							
	Business name, if different from above							
	Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ☐ Exempt payee ☐ Other (see instructions) ▶							
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)						
	City, state, and ZIP code							
	List account number(s) here (optional)							
Part I Taxpayer Identification Number (TIN)								
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Social security number</td> <td style="width: 40%;"></td> </tr> <tr> <td style="text-align: center;">or</td> <td></td> </tr> <tr> <td style="text-align: center;">Employer identification number</td> <td></td> </tr> </table>			Social security number		or		Employer identification number	
Social security number								
or								
Employer identification number								
Part II Certification								
Under penalties of perjury, I certify that:								
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and								
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and								
3. I am a U.S. citizen or other U.S. person (defined below).								
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the Instructions on page 4.								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Sign Here</td> <td style="width: 60%;">Signature of U.S. person ▶</td> <td style="width: 20%;">Date ▶</td> </tr> </table>			Sign Here	Signature of U.S. person ▶	Date ▶			
Sign Here	Signature of U.S. person ▶	Date ▶						
General Instructions								
Section references are to the Internal Revenue Code unless otherwise noted.								
Purpose of Form								
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.								
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:								
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),								
2. Certify that you are not subject to backup withholding, or								
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.								
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.								
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:								
• An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7).								
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.								
The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:								
• The U.S. owner of a disregarded entity and not the entity,								

INVITATION TO BID NO. 13-0011

NON-COLLUSION STATEMENT

State of Louisiana
Parish of Orleans

States that he/she is _____ (a partner of the firm, officer of the corporation, or individual making the foregoing proposal or bid); that said bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding, collusion, or communication or conference, with any person, to fix the bid price or affiant or any other bidder, or to fix any overhead, profit or cost element, or that of any other bidder, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said bid or proposal are true.

(Signature)